UNITED
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ST

Secretariat

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15 November 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: MOVEMENT OF STAFF FROM THE FIELD SERVICE CATEGORY TO THE PROFESSIONAL CATEGORY*

1. The present revised administrative instruction clarifies and updates the policies and procedures for promotion of staff members from the Field Service category, at levels 1 to 5 inclusive, to the Professional category through the competitive examination, as well as those governing the conversion of staff members from the Field Service category, at levels 6 and 7, to the Professional category.

I. PROMOTION TO THE PROFESSIONAL CATEGORY THROUGH THE COMPETITIVE EXAMINATION

2. This section should be read in conjunction with Secretary-General's Bulletin ST/SGB/173 of 29 August 1979 and subsequent periodic administrative instructions and directives governing the competitive examination procedure.

Eligibility requirements

3. The competitive examination is open to all staff members in the Field Service category, at levels up to and including FS-5, provided that they satisfy the following criteria:

(a) They have served a minimum of five years' continuous service in the United Nations Secretariat: short breaks in service may be allowed at the discretion of the Central Examination Board (CEB);

(b) They have a satisfactory record of performance; and

(c) They have acceptable post-secondary educational qualifications.

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* Personnel Manual index No. 4380.

Level of posts upon promotion

4. Successful candidates in the Field Service category who are at these levels shall be recommended for promotion to P-2.

Computation of salary level upon promotion

5. Upon promotion from the Field Service to the Professional category, the appropriate salary step at the P-2 level shall be determined at the duty station at which the staff member is currently serving, on the basis of staff rule 103.9 (a) on salary policy in promotions. Accordingly, during the first year following promotion from the Field Service to the Professional category, a staff member in continuous service shall receive in salary the amount of two full steps in the level to which the staff member has been promoted more than he/she would have received without promotion, except where promotion to the lowest step of the level yields a greater amount. The step, rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.

6. For these purposes, the computation of salary shall be based on the net base salary of the Field Service and Professional salary scales at the single rate, including the Field Service language allowance where appropriate, but excluding all other elements of remuneration in both categories. Annex I sets out the procedure for computation of the appropriate level and step in the Professional category upon promotion, with examples of its application. All allowances, after promotion, shall be those applicable to the Professional category at the duty station to which the staff member is assigned upon promotion.

7. Under staff rule 107.27, a staff member in the Professional category and above is normally granted removal costs upon transfer or assignment for two years or more. In lieu of removal, upon transfer or assignment under similar circumstances, a Field Service staff member promoted to the Professional category may be granted the non-removal element of the mobility and hardship allowance, in accordance with staff rule 103.22 (e).

8. Seniority in the Professional category shall accrue as from the date of promotion to that category.

9. Where a staff member's net base salary upon promotion exceeds the ceiling step at the P-2 level, a personal transitional allowance (PTA) shall be paid in an amount sufficient to meet the requirements of staff rule 103.9 (a). This PTA shall be payable until such time as it is overtaken by promotion to the next higher level in the Professional category, and will be taken into account in establishing the appropriate step at that level. It should be noted that the amount of the PTA shall be adjusted when there is any change in the salary scale applicable to staff in the Professional and higher categories.

10. In those cases where the pensionable remuneration upon promotion from the Field Service to the Professional category is less than that prior to promotion, the previous level of pensionable remuneration shall be maintained until it is overtaken by the prevailing rates applicable to staff in the Professional and higher categories.

II. CONVERSION TO THE PROFESSIONAL CATEGORY

11. Staff members in the Field Service category must have at least one year of satisfactory service at the FS-6 or FS-7 level in order to be considered for conversion to the P-3 or P-4 level, respectively. Staff members who meet these requirements will be considered for conversion to the Professional category against posts to which persons are specifically recruited for mission service at established missions. Conversion to the Professional category will be implemented as indicated below and will not affect the duration of the contractual status of the staff member concerned. After conversion, former Field Service staff will be considered for Professional posts only at established missions. However, after having served for 10 years or more at the Professional level after conversion, they may be considered on a par with all Professional staff for other mission posts or for posts subject to geographical distribution.

12. Staff at the FS-6 or FS-7 level are not eligible for consideration for other Professional posts under the provisions of the placement and promotion system, which is open only to staff already in the Professional category who have been appointed on the recommendation of the Appointment and Promotion Board. However, where no qualified Professional candidates are available for a specific vacancy, qualified staff in the Field Service category at the FS-6 or FS-7 level may be considered under the placement and promotion system.

Computation of salary level upon conversion

13. Staff members at the FS-6 and FS-7 levels in the Field Service category who are converted to the Professional category shall have their salary on conversion calculated as follows. Upon conversion from the Field Service to the Professional category, the appropriate salary step at the P-3 or P-4 level shall be that which results in a base salary at the single rate which is nearest to but higher than the staff member's net base salary, at the single rate, at the level and step in the Field Service category. All other elements of remuneration in both categories shall be excluded for the determination of the appropriate step at the Professional level. Annex II sets out the procedure for the computation of the appropriate level and step in the Professional category upon conversion, with examples of its application.

14. Upon conversion, the date of the next annual salary increment in the Professional category under staff rule 103.8 (c) shall be established so as to ensure that the net base salary in the 12-month period following conversion is not less than the net base Field Service salary due over the same period without conversion (see annex II, para. 5).

15. All allowances after conversion shall be those applicable to the Professional category at the duty station to which the staff member is assigned upon conversion. For staff converted from the FS-6 level, seniority at the P-3 level for promotion to P-4 shall accrue as from the date of assumption at the FS-6 level of functions classified in the Professional category (but not earlier than three years prior to conversion), or from the date of conversion, whichever is earlier. For staff converted from the FS-7 level, seniority at the P-4 level for promotion to P-5 shall accrue as from the date of assumption at

the FS-7 level of functions classified in the Professional category, or from the date of conversion, whichever is earlier.

16. Under staff rule 107.27, a staff member in the Professional category and above is normally granted removal costs upon transfer or assignment for two years or more. In lieu of removal costs, upon transfer or assignment under similar circumstances, Field Service staff member converted to the Professional category may be granted the non-removal element of the mobility and hardship allowance, in accordance with staff rule 103.22 (e).

17. Where the pensionable remuneration upon conversion from the Field Service to the Professional category is less than that prior to conversion, the previous level of pensionable remuneration shall be maintained until it is overtaken by the prevailing rates applicable to staff in the Professional and higher categories.

Annex I

COMPUTATION SHEET FOR LEVEL AND STEP UPON PROMOTION FROM THE FIELD SERVICE CATEGORY TO THE PROFESSIONAL CATEGORY

(In annual net terms, at the single rate, in United States dollars)

1. Name: _____

2. Effective date of promotion: _____

3. Field service level and step prior to promotion _____

   Net base salary per annum a/ $_____
   Net base salary per month a/ $_____

4. Date of next increment if not promoted: _____

5. Net base salary at Field Service level which staff member would have received if he/she had not been PROMOTED to the Professional category over 12-month period following date shown under item 2 (period from _____ to _____):

   (a) If staff member is at ceiling of grade in Field Service category, net base salary staff member would have received over next 12 months at rate shown under item 3
   $_____ net per annum;

   (b) If staff member has not reached ceiling of grade in Field Service category, net base salary staff member would have received over next 12 months,

      (i) If date of next increment at Field Service level would have coincided with effective date of promotion to the Professional category:

      $_____ (monthly net base salary at step above item 3) X 12 months = $_____

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a/ Including language allowance.

(ii) If date of next increment at Field Service level would have been after effective date of promotion:

$_____ (monthly net base salary, shown in item 3)	X	___months___ (from item 2 to 4)	=	$_____
$_____ (monthly net base salary at one step above item 3)	X	_____ (from item 4 to end of 12-month period)	=	$_____
		Total		$_____

6. Provision for one full step more at the corresponding level of the Professional category than staff member would have received at the Field Service level without promotion:

(a) If amount shown under item 5 is less than the ceiling step of the corresponding Professional level to which staff member is promoted, use the increment between the two steps at the Professional level where item 5 falls;

(b) If amount shown under item 5 equals or is more than the ceiling step of the corresponding Professional level to which staff member is promoted, increment at the Professional level is difference between the two highest steps at that level.

7. Total (items 5 and 6) $_____.

8. To determine the corresponding step at the Professional level, use next step higher at that level to amount shown under item 7, step _____
$_____ net per annum
$_____ net per month

9. If amount in item 8 is less than in item 7 because this latter amount exceeds the ceiling step of net base salary of the corresponding Professional level, personal transitional allowance (PTA) is applicable to equal item 7.

Determination of date of next increment

10. (a) If amount shown in item 8 equals or is more than in item 7, date of next increment will fall in 12 months (or in 10 months if staff member is entitled to accelerated increment).

(b) If amount shown in item 8 is less than in item 7, date of next increment will be advanced sufficiently so that staff member's salary at Professional level during 12-month period following promotion at least equals amount under item 7 above. Determine number of months after promotion after which increment shall fall due as follows:

(i) Amount of next increment after promotion (add one step to step shown under item 8): _____.

(ii) Amount required to comply with requirement of staff rule 103.8 (c) (item 7 minus item 8): _____.

(iii) Difference between (i) and (ii): _____.

(iv) $\frac{\text{Item (iii) x 12}}{\text{item (i)}}$ = _____ months (disregard fractions, always round down)

If staff member is entitled to accelerated increment, the maximum number of months is 10.

11. Date of first increment after promotion _____ to step _____.

Annex II

COMPUTATION SHEET FOR LEVEL AND STEP UPON CONVERSION FROM THE FIELD SERVICE CATEGORY TO THE PROFESSIONAL CATEGORY

(In annual net terms, at the single rate, in United States dollars)

1. Name: _____

2. Effective date of conversion: _____

3. Field Service level and step prior to conversion _____

   Net base salary per annum $_____
   Net base salary per month $_____

4. Date of next increment if not converted: _____

5. Net base salary at Field Service level which staff member would have received over 12-month period commencing with effective date shown under item 2, without CONVERSION (period from _____ to _____):

   (a) If staff member is at ceiling of grade in Field Service category, net base salary staff member would have received over next 12 months at rate shown under item 3
   $_____ net per annum;

   (b) If staff member has not reached ceiling of grade in Field Service category, net base salary staff member would have received over next 12 months,

   (i) If date of next increment at Field Service level would have coincided with effective date of conversion to the Professional category

   $_____ (monthly net base salary at step above item 3) X 12 months = $_____

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(ii) If date of next increment at Field Service level would have been after effective date of conversion:

$_____ (monthly net base salary, shown in item 3)	X	___months___ (from item 2 to 4)	=	$_____
$_____ (monthly net base salary at one step above item 3)	X	_____ (from item 4 to end of 12-month period)	=	$_____
		Total		$_____

6. Level in Professional category at step equal or nearest higher amount shown under item 5, step _____ $_____ net.

Determination of date of next increment

7. (a) If amount shown in item 6 is equal to or higher than that in item 5, date of next increment will fall in 12 months (or in 10 months if staff member is entitled to accelerated increment).

(b) If amount shown in item 6 is less than in item 5, date of next increment will be advanced sufficiently so that staff member's salary at Professional level during 12-month period following conversion at least equals amount under item 5 above. Determine number of months after conversion after which increment shall fall due as follows:

(i) Amount of next increment after promotion (add one step to step shown under item 6): _____.

(ii) Amount required to comply with requirement of staff rule 103.8 (c) (item 5 minus item 6): _____.

(iii) Difference between (i) and (ii): _____.

(iv) $\frac{\text{Item (iii) x 12}}{\text{Item (i)}}$ = _____ months (disregard fractions, always round down)

If staff member is entitled to accelerated increment, the maximum number of months is 10.

8. Date of first increment after conversion _____ to step _____.

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Corrigendum

Paragraph 3 should read as follows

3. The competitive examination is open to all staff members in the Field Service category, at levels up to and including FS-5, provided that they satisfy the following criteria:

(a) They have a minimum of five years' continuous service in the United Nations Secretariat. Short breaks in service may be allowed at the discretion of the Central Examination Board (CEB);

(b) They have a satisfactory record of performance (a copy of the most recent performance evaluation report must be submitted with the application);

(c) They have a contract valid until at least the closing date for the receipt of applications for the corresponding examination;

(d) Effective 1 January 1990, the educational requirement for eligibility was changed from "post-secondary academic qualifications" to "at least a first-level university degree". However, to protect the acquired rights of long-serving staff, staff members who had served AT LEAST FIVE YEARS by 31 December 1989 will be allowed to submit with their application acceptable evidence of post-secondary academic qualifications in lieu of proof of a university degree.

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